

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

<u>JOB TITLE:</u>	ENROLLMENT SERVICES - ORIENTATION ASSISTANT (Part-time - Not to exceed 25 hours per week)
<u>PAY GRADE:</u>	C-2
<u>OVERTIME STATUS:</u>	NON-EXEMPT

MAJOR RESPONSIBILITY:

Perform duties related to student orientation.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associate's degree required.
2. Years of experience in the field: One year's customer service experience is required. Certifications can be looked at in place of this. Experience in public speaking is preferred.
3. Special skills or abilities related to the position: Positive human relations skills. Knowledge of state and college regulations relating to the requirements of programs and courses offered by the college. Knowledge of the college mission, goals, and objectives in meeting the mission.

ESSENTIAL JOB FUNCTIONS:

1. Participates in the planning and preparation of orientation. Collaborates with colleagues to execute orientation sessions. Public speaking is a requirement. Some evening and weekend hours may be required.
2. Carries out strategic outreach plans to communicate with new CF students before and after orientation to bolster student success and preparedness; assists with developing written and visual materials, collateral, and reports to support orientation activities; assists with maintaining College web pages that focus on student orientation and the successful transition to college.

ESSENTIAL JOB FUNCTIONS (Continued):

3. Works independently and effectively manages projects, demonstrating an ability to prioritize requests and organize the assigned workload.
4. Provides administrative support by interacting with students, answering phones, scheduling meetings, and reserving campus spaces.
5. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS

- Works in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB:

OCALA CAMPUS, BLDG. 5

SUPERVISOR OF POSITION:

DIRECTOR OF ENROLLMENT MANAGEMENT/REGISTRAR